

Training Outcomes, Guidelines and Reporting

The training outcomes are:

1. Participants will explain all the policies.
2. Participants will describe the policies in action.
3. Participants will assess their own setting. We recommend that they have an opportunity to use the self-assessment form in the training.
4. Participants plan at least one change in how they address nutrition and physical activity in their early childhood setting.
5. Participants will explain how to integrate the nutrition/physical activity curriculum into the daily schedule in their childcare setting.
6. Participants will develop at least one learning center activity for the *Food, Physical Activity and My World* lesson.

Training and reporting guidelines:

1. Train at least 20 individuals, using the *Setting the Stage* kits.¹ If you co-train with another person who has attended this train-the-trainer workshop, you will need to double the number of people you train together.
2. Your workshop(s) should cover the training objectives. You may divide your workshop into two sessions in order to cover the objectives. The same people should be trained at both sessions if you do it in two parts.
3. Go to <http://www.state.ia.us/educate/ecese/fn/tn/documents.html>. Download the document *Workshops Scheduled*. Fill in the information requested and e-mail the form to Janelle Loney. (Janelle.loney@ed.state.ia.us). Or you may mail the form to Janelle Loney, Grimes State Office Building, 2nd Floor, Bureau of Food and Nutrition, Des Moines, IA 50319
4. After you conduct your workshop(s), go to <http://www.state.ia.us/educate/ecese/fn/tn/documents.html> and download the document *Workshops completed and learning centers developed*. Complete and e-mail to laurasands@mchsi.com or mail to Laura Sands, 2922 – 37th St., Des Moines, IA 50310. This form includes information about the workshop as well as a description of

¹ If you do not have sufficient numbers of kits for all individuals you are training, consider providing one kit to each organization, assuming more than one person at the workshop represents the organization.

- learning center activities developed for the lesson theme *Food, Physical Activity and My World*.
5. Photocopy enough copies of *3-month evaluation* in the notebook so that you can send one form to each of your trainees 3 months after your workshop. Or you may go to <http://www.state.ia.us/educate/ecese/fn/tn/documents.html> and download the document. If you have e-mail addresses for your trainees, you could provide it to them electronically.
 6. After you have collected the *3-month evaluation* from your trainees, go to <http://www.state.ia.us/educate/ecese/fn/tn/documents.html> and download the document titled *Summary of 3-month evaluation*. Or you may copy the same form, which is in the trainer's notebook. Compile the information from your trainees on this form and either e-mail the completed form to laurasands@mchsi.com or mail the form to Laura Sands, 2922 37th St., Des Moines, IA 50310.